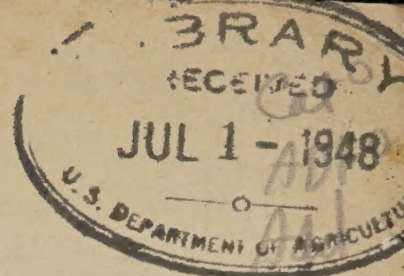


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Issued January 19, 1907.

reserve

United States Department of Agriculture,

BUREAU OF SOILS.

AUTHORIZATIONS.

The following assignments of field parties are made under general letters of authorization (No. 40, July 1, 1906, and No. 949, November 20, 1906) issued to the Chief of the Bureau of Soils by the Secretary of Agriculture, and constitute a proper authorization to perform the travel and incur the expenses necessary to carry out such assignments:

Upon the completion of Chesterfield County, Va., Frank Bennett will proceed to Sumter County, S. C., to make a soil survey of Sumter and Lee counties. He will be assisted by G. W. Tailby, jr., and later by J. L. Burgess and R. A. Winston.

Upon the completion of Chesterfield County, Va., R. A. Winston will proceed to Conway County, Ark., to assist J. L. Burgess in a survey of that county. This supersedes the authorization in the assignment sheet of September 18, directing him to go to Bastrop County, Tex.

On or about January 15, G. W. Tailby, jr., will proceed from Washington, D. C., to Sumter County, S. C., to assist Frank Bennett in the survey of Sumter and Lee counties.

Upon the completion of the survey of Conway County, Ark., J. L. Burgess and R. A. Winston will proceed to Sumter County, S. C., to assist Frank Bennett in the survey of Sumter and Lee counties.

On or about January 15, W. E. Tharp will proceed from Washington, D. C., to Jefferson County, Fla., to assist Mr. Jones in a survey of that county.

J. A. Duck has been appointed a special traverse man, and will proceed, on or about January 15, to Jefferson County, Fla., at his own expense, to assist G. B. Jones in a survey of that county. After arrival in Jefferson County, his necessary subsistence and transportation expenses will be reimbursed to him, upon vouchers submitted by Mr. Jones.

Upon the completion of the survey of the Laredo area, Texas, A. W. Mangum and Ora Lee, jr., will proceed to Brownsville, Tex., to make a survey of the Brownsville area.

On or about February 1, W. E. Hearn will proceed from Washington, D. C., to Chapel Hill, N. C., to deliver a course of lectures on "Soils" at the University of North Carolina. Upon the completion of this assignment, about March 1, Mr. Hearn will proceed from Chapel Hill, N. C., to Robeson County, N. C., to resume the survey of that county.

On or about January 15, W. T. Carter, jr., will proceed from Washington, D. C., to Atlanta, Ga., to assist in preparing soil maps of the farms accepted for agricultural-school purposes in that State. Under the direction of W. G. Smith, Mr. Carter will visit such points in Georgia as may be necessary in the conduct of this work. Mr. Carter is authorized to employ one day laborer in each locality where a soil map is under construction, to assist in this work.

Since the issuance of the last assignment sheet special letters of authorization have been issued covering the following assignments:

G. T. McNess left Washington, D. C., December 26, visiting the tobacco districts of Florida, for the purpose of making arrangements to conduct tobacco investigations in that State. He returned to headquarters on January 7, 1907.

W. B. Schrader left Tallahassee, Fla., on January 1, and visited Quincy, Fla., for the purpose of inspecting the construction of tobacco shades at that point, after which he returned to Tallahassee on January 2, 1907.

H. H. Bennett was authorized to proceed to Anderson County, Tex., for the purpose of inspecting the soils and the trucking and tobacco interests of Anderson County, as related to those of Robertson County, after which he returned to his assignment in Robertson County.

Under special orders, W. G. Smith reported at headquarters from Atlanta, Ga., on January 2, 1907, for the purpose of consulting with the Assistant Secretary of Agriculture and the Chief of the Bureau of Soils regarding his work in connection with the agricultural-school farms of Georgia and Alabama. He returned to Atlanta, Ga., on January 7.

George N. Coffey arrived in Richmond on December 22, for the purpose of inspecting the survey work in Chesterfield County. He returned to headquarters on January 2.

O. L. Eckman reported at Franklin, Tex., on January 1, for the purpose of assisting H. H. Bennett in the survey of Robertson County. On December 31 he was directed to proceed to Bastrop County, Tex., to assist F. N. Meeker in a survey of Bastrop County.

C. W. Lovewell, a Geological Survey traverse man, has been appointed to assist Mr. H. H. Bennett in the soil survey of Robertson County, Tex. He will report in Robertson County at his own expense. His necessary subsistence and transportation expenses while in that area will be reimbursed to him upon vouchers submitted by Mr. Bennett.

F. K. Cameron, Oswald Schreiner, and H. S. Reed attended a meeting of the American Association for the Advancement of Science, held in New York December 27 to 31.

J. C. Britton left Washington, D. C., on January 7, 1907, reporting at Atlanta, Ga., for the purpose of assisting W. G. Smith with his duties in connection with the agricultural-school farms in Georgia and Alabama.

The necessary traveling and other expenses incurred in consequence of these assignments will be reimbursed in accordance with the fiscal regulations of the Department, upon the presentation of expense accounts properly executed and supported by subvouchers. All travel performed under these assignments must be via the most direct and quickest routes available and at the lowest limited-fare rates.

SOIL SURVEY.

JAY A. BONSTEEL, *In Charge.*

In charge of soil classification and correlation, GEORGE N. COFFEY.

In charge of areal surveys, JESSE E. LAPHAM.

In charge of survey of alkali lands, MACY H. LAPHAM, Willows, Cal.

In charge of maps and records, GEORGE W. BAUMANN.

Projects.
WINTER SEASON.

State.	Area.	Square miles.	Per cent completed Dec. 29.	Party.
Alabama	Butler County ¹	769	37	Kocher-Westover.
Do	Marion County ¹	744	13	Ayrs-Allen.
Do	Talladega County ²	677	7	Mooney-Mann, C. J.
Arkansas	Conway County ¹	489	52	Burgess-Winston.
California	{ Colusa area ² Redbluff area ² }	190	14	{ Lapham, M. H.-Sweet. Strahorn-Holmes.
Florida	Jefferson County ¹	593	1	Jones-Belden-Tharp-Duck.
Louisiana	Winn Parish ¹	957	27	Caine-Lee, L. L.
Mississippi	Ja-per County ¹	647	26	Worthen-Jennings.
Do	Oktibbeha County ¹	435	25	McLendon-Hurst.
Do	Prentiss County ¹	420	-----	Geib-Mann, C. W.
North Carolina	Robeson County ¹	1,043	*5	Hearn.
South Carolina	Lee and Sumter counties ¹	860	-----	Bennett, F.-Tailby.
Texas	Bastrop County ¹	881	-----	Meeker-Eckman.
Do	Brownsville area ¹	300	-----	Mangum-Lee, Ora, jr.
Do	Delta and Lamar counties ¹	619	38	Rice-Smith, H. C.
Do	Laredo area ¹	150	93	Mangum-Lee, Ora, jr.
Do	Robertson County ¹	913	26	Bennett, H. H.-Lovewell.
Do	Wilson County ¹	784	42	Lyman-Schroeder.

¹ Plane table to be used if reliable map can not be obtained.

² Topographic sheet.

* Field work suspended until about March 1, 1907.

Problems.

There can at present be no definite assignment of men to the many problems encountered in the survey work. In the course of the work upon each survey project, however, the field men are to secure all possible information, in a broad sense, concerning the following problems as they are encountered in the several areas to which they are assigned:

What determines the adaptability of soils to the different commercial types of tobacco; to truck crops?

What essential characteristics do good corn soils possess?

What are the essentials of a good cotton soil?

What constitutes a good wheat soil?

Under what soil conditions can the different varieties of fruits be produced to advantage?

A large amount of information along these several lines has been gathered by the Bureau and published in the soil-survey reports. It is desired to bring more and more of this information together, so that eventually complete reports can be presented on these several problems covering characteristics of the soils particularly adapted to the production of various crops.

Cooperation in the Preparation of Base Maps.

A cooperative agreement has been entered into between the Bureau of Soils, U. S. Department of Agriculture, and the Topographic Division of the U. S. Geological Survey, Department of the Interior, whereby the base maps used by the soil-survey field parties may be made available to the Geological Survey for use in preparing subsequent topographic sheets and whereby the services of traverse men from the Geological Survey may be made available to the soil survey.

In all cases possible the Geological Survey will furnish complete topographic base maps for use in making soil surveys. Where these do not exist or can not be prepared in time for the use of the soil survey, the Geological Survey will in some cases prepare traverse maps showing roads, streams, houses, towns, rail-

roads, and other essential features of a base map. These sheets will be assembled in the form of county maps, without topography, and made available for the use of the soil-survey parties. In other cases, where partial maps or maps of doubtful value exist and traverse work is necessary, experienced traverse men, trained in the methods of the Geological Survey, will be secured by the soil survey to serve as traverse assistants in soil-survey work. In other cases experienced men from the Geological Survey will visit the various soil-survey parties, look into the methods employed in plane-table work, and make suggestions whereby these methods may be made to conform to the standards used by the Geological Survey in its own traverse work. In this way the base maps as prepared will be available immediately for the use of the soil survey, and the data secured will also be available for use, at a later date, in the preparation of topographic sheets by the Geological Survey.

During the present winter season the soil-survey parties that are located in the Southern States will be visited by inspectors or other trained men from the Geological Survey, who will remain for several days with the soil-survey party, instructing one or more of its members in regard to the changes in methods necessary to carry out this cooperative agreement and make the results of the soil-survey traverse work available for use by the Geological Survey. In all cases the soil-survey men will be expected to learn as much as possible of these methods within the short time that can be devoted to this work, and they will be expected to conform to these methods in the preparation of the base maps of the areas now in progress.

Detailed instructions for the preparation of traverse base maps agreed to by the Bureau of Soils and the Geological Survey:

1. The units of the soil survey are the counties, and the extent of these is such that several traverse sheets will be required to represent the area of each county, each traverse sheet to contain as much of the area as possible; to be lettered, giving name of chief of party, name of traverse man, scale, and year; for purposes of adjustment show connection of each sheet to contiguous sheet, i. e., A. B. C., end of traverse on sheet No. 1, represents A. B. C., beginning of traverse on sheet No. 2.

2. The chief of party is the soil surveyor, and the traverse man working as his helper is an employee of the soil survey of the Bureau of Soils of the Department of Agriculture.

3. The technical execution of the work of the traverse man is under the direction and inspection of the topographic branch of the Geological Survey, which assumes responsibility for the quality of the traverse work. Weekly reports of traverse work shall be made by the traverse man to the appropriate section chief of that Bureau.

4. The method of traversing is that practiced in the Geological Survey, as set forth in its instructions to traverse men, and the symbols used in depicting features of the traverse shall be those employed by it so far as applicable.

5. The scale of the traverse shall be 2 inches to 1 mile, each inch on the graduated scale being subdivided into 40 divisions, or a total of 80 divisions to the mile on the ground.

6. The odometer now used shows one full revolution of the hand to the mile, one division of the odometer face corresponding to two of the eightieth divisions on the 2-inch scale. This for a buggy wheel 12 feet in circumference. Wheels of any other circumference must be carefully measured with tape and the table of revolutions per mile given in the field book used.

7. The traverse should consist of much more than the platting of direction and distance. These two facts should first be recorded graphically. Thereafter, crossings of streams with their directions, as indicated by an arrowhead; position of residences, schools and churches, warehouses, and other important buildings should be shown, but not barns and other detached buildings about a dwelling.

8. It is unnecessary to secure intersection location of trees, hilltops, etc., as is done by the Geological Survey, except where specific instructions are given.

9. The separate houses in a city or village need not be mapped, only an outline road map of the city being necessary, except where specific instructions are given.

10. Connections with the land-line corners, section lines, etc., should be secured wherever possible and indicated on the map, as should crossings and directions of railroads, trolley lines, etc. At least one township or section corner in every 3 miles is desirable.

11. The traverse man must keep up with the soil surveyor. He may therefore be compelled to omit traverse of some roads. He should use discretion in securing traverse of all important roads, omitting only those which are of secondary importance.

12. All road junctions, whether traversed or not, should be shown with the angle of offtake of the road from that being traversed.

13. The failure of a circuit of traverse to close on the initial point or upon itself must be clearly indicated by two circles at the corresponding junction points, with an arrow pointing from one to the other. These closure errors are of primary importance and should not be made to connect. Make circuits as large as possible.

14. Names of villages, streams, railroads, churches, and isolated sections and hills, etc., should be legibly written upon the map. Location of villages should be definitely shown.

15. Surveys of traverse of intersection of ponds and of streams should be so made that the resulting map will show the connection and continuity of stream and pond outlines.

16. Crossings and directions of all political boundaries, as of townships, counties, etc., should be graphically shown with names.

17. The soil surveyor will plot on the traverse, as he progresses, the data required of him.

18. The resulting map will be sent to the office of the Bureau of Soils in Washington for transmission to and adjustment by the Geological Survey, which will at once make a clear drawing of the adjusted county map.

A list of conventions which will be used upon all traverse work is being prepared, and as soon as possible copies of these conventional symbols will be sent in small-sized pads to each field party. The person or persons having charge of the traverse work will be expected to conform exactly to these symbols, and in the case of completed maps a sheet of the symbols should be detached from the pad and attached to the completed map when this is sent to the Bureau of Soils.

Particular attention is called to the fact that in all future traverse work the error of closure, which occurs in all traverse circuits, is not to be corrected in the field by throwing the error into the last one or two courses, but the error is to be shown upon the map in case it is small, or is to be found and corrected in case it is large. The conventional symbol showing this closure error should be placed upon all maps wherever a circuit is completed. A special sheet containing the instructions to traverse men, issued by the Geological Survey, will be mailed to each soil-survey party, and upon this will be represented diagrammatically a portion of a traverse illustrating these points.

During the present season it will be necessary for the soil-survey assistants in the field to learn these improved methods as rapidly as possible and to make use of them to the fullest extent in the preparation of base maps. It is hoped that at a later date arrangements can be made whereby the soil-survey assistants will be relieved of the work of making traverse maps of any kind, and this work carried on by assistants secured from the Geological Survey. In the meantime especial care is enjoined upon the soil-survey field men to see that their maps conform as nearly as possible to the standards set forth in the instructions issued herewith.

Attention is called to paragraphs 11 and 12. In the prosecution of the soil-survey work it will not be necessary to traverse accurately all roads and trails, but the location and angle of offtake of such roads and trails as are omitted should be platted. Under no circumstances should the general direction not

actually traversed be platted except at the intersection with the traversed roads. All roads will be indicated by solid lines and their class recorded on the map, as first class, second class, or trails.

Traverse circuits should close within 3 scale divisions in country roads and 1 scale division in towns. Where errors of traverse within these limits are found to exist they should be marked and the correction indicated. In locating a known section corner the error with respect to its location should be shown upon the map as in the case of closures of traverse. In no case are section corners to be taken as new points of departure for traverse.

All houses should be located. The courses of minor streams are to be sketched between located points of intersection with traversed highways. All major streams are to be located by traverse survey.

As rapidly as possible the present form of odometer will be replaced by odometers counting wheel revolutions, and thus adapted for use with all diameter of wheels. With the new form of odometer will be issued tables arranged for different wheel circumferences. These tables will show the distances indicated by different numbers of wheel revolutions and the corresponding number of chain-scale divisions. The appropriate table should be used in the case of each different wheel employed during the progress of the survey. All distances should be platted on the map by means of a chain scale and not, as heretofore, by the scale on the alidade. The latter scale is not sufficiently accurate for work upon the scale of 2 inches to the mile. This scale will be used on all new work and in such areas as had not reached a point too near completion to render change in scale advisable at the time of inspection or the issuance of the instructions for accurate traverse.

In the recording of the soil-survey work upon the traverse sheets as the field work progresses, soil-area boundaries should be drawn upon the map in the field in dotted lines and the appropriate pencil number or other symbol for the type penciled in for each area of soil. Upon the completion of each traverse sheet a tracing of the unadjusted traverse should be made in ink and the soil boundaries inked in on this tracing. The colors indicating the soils should then be applied to this tracing. The original traverse sheets will thus maintain the unobscured traverse and will be submitted for adjustment and assembling into the complete base map. As fast as the soil-survey sheets are completed they should be forwarded to the office. An additional tracing of the entire soil-survey area should be retained and kept up to date by the assistant in charge, for use in planning work and writing the report. In some cases it may be advisable to use a tracing cloth superimposed over the traverse map in the field, the soil-survey man platting soil boundaries directly upon the tracing. In such cases sufficient tracings of easily recognized road crossings and section corners should be made to permit of the correct transfer of the soil data to the complete tracing of the transverse of the area. An office copy of the soil-survey work should be prepared as in the alternative case.

As soon as possible employees of the Geological Survey will execute the primary control necessary for fixing the location of the traverse maps made, and in this way it is hoped that the work of both organizations may become so closely related that the maps of each may be used by the other with but slight modifications.

Correlation.

Two new series of soils have recently been established and have been named the Huntington and the Wheeling series. The Huntington series includes the brown to yellowish-brown soils occurring as first bottom lands along the Ohio River and its principal tributaries. The Wheeling series includes the light-brown

glacial terrace soils found along the upper Ohio River and other rivers in or flowing out of the glacial region.

From Marion County, Ala., O. L. Ayrs reports the Orangeburg fine sandy loam and a gravelly loam on the uplands, a loam upon the terraces along the Buttahatchee River, and a fine sand and a fine sandy loam in the bottoms along that stream. The gravelly loam can probably be placed in the Orangeburg series, the terrace loam can be correlated with the Norfolk loam, and the fine sand and fine sandy loam in the bottoms can be placed in the new Huntington series.

From Talladega County, Ala., C. N. Mooney reports a loam, a gravelly loam, and a stony loam probably belonging to the Upshur series; a stony loam derived from cherty limestone which can probably be correlated with the Clarksville stony loam; and a shale loam, probably the Dekalb shale loam.

From Jefferson County, Fla., G. B. Jones reports the Orangeburg fine sandy loam, Norfolk sandy loam, Norfolk fine sandy loam, Norfolk sand, Gadsden sandy loam, Swamp, and Meadow.

From Winn Parish, La., T. A. Caine reports the Susquehanna clay loam.

From Oktibbeha County, Miss., W. E. McLendon reports the Portsmouth clay, Lufkin clay, and Congaree clay. The Portsmouth clay consists of from 3 to 5 inches of a heavy silty loam or clay loam of a gray or brown color. This is underlain by a heavy gray and brown mottled clay containing considerable sand. The type occupies level areas above overflow bordering the creek bottoms, and low, wet areas in level uplands. There is some doubt as to the placing of this soil in the Portsmouth series.

From Robertson County, Tex., H. H. Bennett reports Crockett clay loam, Susquehanna gravelly loam, Wabash sandy loam, Wabash silt loam, Wabash clay, Norfolk fine sand, Norfolk fine sandy loam, Orangeburg fine sandy loam, Orangeburg fine sand, Orangeburg clay, Lufkin fine sandy loam, and Lufkin clay.

From Wilson County, Tex., W. S. Lyman reports Houston black clay, Houston loam, Susquehanna fine sand, and Susquehanna fine sandy loam.

Notes.

In case the man assigned as assistant on any of the surveys should arrive in the new area prior to the arrival of the man assigned in charge, which will sometimes happen when reassignments of soil-survey parties are made, the assistant will begin field work at once and will assume all duties and responsibilities connected with the survey until such time as the man in charge arrives.

W. G. Smith has been transferred from the Soil Survey to the Division of Soil Management and assigned to advise with the authorities of the States of Georgia and Alabama in the arrangement and planning of the agricultural-school farms recently established in those States.

C. F. Shaw has been granted a three months' furlough, beginning January 1, 1907, to enable him to accept a temporary appointment as instructor in soils at the Pennsylvania State College of Agriculture. This arrangement is made at the request of the dean of the college.

O. L. Eckman has been restored to the rolls and transferred from the Division of Soil Management to the Soil Survey and assigned to assist Mr. Meeker in the survey of Bastrop County, Tex.

The resignation of C. W. Ely was accepted to take effect January 1, 1907. Mr. Ely leaves the Bureau to engage in private business.

C. W. Lovewell has been appointed a special assistant in the Soil Survey and assigned to assist Mr. H. H. Bennett in the survey of Robertson County, Tex.

G. M. MacNider, of the North Carolina Department of Agriculture, who has

been assisting Mr. Hearn in the survey work in North Carolina, is visiting the Bureau of Soils and studying the plans and methods of the Bureau's work.

PHYSICAL AND CHEMICAL INVESTIGATIONS.

FRANK K. CAMERON, *In Charge*.

INVESTIGATORS.

G. H. Failyer.	W. C. Taber.	W. O. Robinson.
J. M. Bell.	F. E. Gallagher.	W. J. Latimer.
H. E. Patten.	W. H. Waggaman.	
J. G. Smith.	C. C. Fletcher.	

Problems.

In the laboratories which are maintained to study the many problems encountered by the field forces it is not possible to organize along the line of projects, nor advisable to assign men permanently to long-continued lines of work, but to assign them temporarily to any one of the many problems when new facts are presented by the field work which make it appear probable that some further advance may be made in any of the large problems which the Bureau, as a whole, is considering. The following are the principal problems being investigated at present by the laboratories, and any suggestions along these lines that may occur to the field men, as a result of the work in the areas they are assigned to, should be submitted:

Soil Composition:

- Investigations of the mineral constituents of soils.
- Investigations of the organic constituents of soils.
- Composition of soil solutions.
- Absorption and retention of fertilizers.
- Effect of fertilizers on soils.

Soil Constitution:

- Investigation of the texture and structure of soils.
- The formation and removal of hardpan in soils.

Soil Tillage:

- Tillage requirements for the maintenance of fertility of soils.
- Renovation of worn-out and abandoned soils.

Soil Climatology:

- The retention and movement of soil moisture.
- Drought limits of soils.
- Soil temperatures.
- Soil atmosphere and ventilation.

Notes.

W. J. Latimer was appointed a Laboratory Helper on January 10, 1907.

M. L. Turner was transferred to the Bureau of Plant Industry on December 8, 1906.

MANURIAL REQUIREMENTS OF SOILS.

FRANK D. GARDNER, *In Charge*.

Projects.

Manurial Requirements of Soil Types:

Washington, D. C.—F. D. Stevens in charge, assisted by A. M. Sanchez, L. A. Kolbe, J. E. McClintock, and James H. Beattie.

Soil Management Experiments at Arlington Farm:

Henry Winckelmann.

Compiling Results of Field Fertilizer Tests in the United States:

G. B. Maynadier.

Field Investigations:

J. W. Nelson is in Washington, D. C., preparing reports on the areas investigated during the summer.

FERTILITY INVESTIGATIONS.

OSWALD SCHREINER, *In Charge.*

Projects.

Soil physiology, including such conditions in the soil as result from plant and bacterial life: H. S. Reed.

Investigations of the presence and nature of toxic substances in infertile soils: Charles A. Jensen.

Investigations of manures and fertilizers in overcoming toxic constituents in infertile soils: J. F. Breazeale.

Investigations upon the rôle of manures and fertilizers in soils, particularly whether they act upon the soil or upon the plant: J. J. Skinner.

Investigations upon the rôle of manures and fertilizers in soils, particularly with reference to the amounts, ratios, time of action, and residual effects: Bailey E. Brown, C. L. Cook, and F. R. Reid.

Development of methods for carrying on fertility investigations: A. M. Jackson.

Notes.

Dr. M. X. Sullivan, Assistant Professor of Physiological Chemistry at Brown University, has been appointed an Expert in Fertility Investigations and is expected to report for duty about March 10.

Dr. E. C. Shorey was transferred from the Office of Experiment Stations to the Bureau of Soils on December 7 and assigned to the Division of Soil Fertility.

ALKALI LAND RECLAMATION.

CLARENCE W. DORSEY, *In Charge.*

Notes.

W. W. Mackie is at headquarters in Washington, D. C., preparing a bulletin giving the results of the Bureau's alkali investigations in the Fresno district.

J. F. Warner is at headquarters in Washington, D. C., preparing a report on the results of the Bureau's alkali investigations at Tempe, Ariz.

A. T. Strahorn and L. C. Holmes are temporarily assigned to the Soil Survey and are assisting M. H. Lapham in the survey of the Sacramento Valley, California.

TOBACCO INVESTIGATIONS.

GEORGE T. MCNESS, *In Charge.*

Projects.

Alabama: Production of Cuban type of tobacco—L. W. Ayer, R. S. Epley, and W. B. Schrader, Marion.

Ohio: Production of Cuban type of tobacco; Bulk method of fermenting Ohio leaf—G. B. Massey, Germantown.

Texas: Production of Cuban type of filler tobacco; Production of Sumatra type of wrapper tobacco—W. M. Hinson and Harry Rich, Palestine; Otto Olson, Nacogdoches.

Virginia: Production of export tobacco—E. H. Mathewson, Appomattox. Production of bright tobacco—W. W. Green, Chatham.

New York: Improvement of Onondaga tobacco, and introduction of bulk method of fermentation—Geo. W. Harris, Baldwinsville.

Notes.

Mr. McNess visited Leon County, Fla., during the latter part of December, for the purpose of investigating the tobacco industry at the request of the growers, who ask for Government supervision of the industry.

J. B. Stewart was transferred to the Bureau of Plant Industry on December 21.

ADMINISTRATION.

Chief Clerk, A. G. RICE.

Accounts, C. A. WOLFE.

Supplies, J. W. MCKERICHER.

Field men about to leave an area should advise the local postmaster of their new address, so that letters sent to the old address may be forwarded direct to the new address, instead of coming to the Bureau and then being forwarded.

If the field men will closely observe the following rules and instructions, they will aid very materially in the auditing of their expense accounts and in many instances will obviate the necessity of returning the account because of some minor error or oversight:

In the future, field men should foot their accounts and write in the receipt on Form 4 the total amount thereof.

They should invariably sign both the certificate and receipt on Form 4, see that the imprint of the "seal" of the officer administering the oath appears on the account, note that the date of expiration of his commission is correct, and check the fee charged to Circular No. 99, dated September 25, 1905, "Schedule of Fees Allowed." If the fee charged is in excess of the amount allowed in this circular, the State statute allowing the increased amount should be quoted. Field men must not pay such fees to clerks of circuit or district courts of the United States, these clerks being otherwise reimbursed for such services.

In using Form 4a as a voucher for livery hire or articles purchased the name and address of the person or firm furnishing the livery or articles should appear on top of voucher, and not the name of the field man.

The dates on which livery rigs are hired should be carefully checked, and when rigs are used on Sundays or legal holidays on "official business" that fact should be so noted on face of voucher.

Receipts to vouchers must be in strict accordance with paragraphs 12 and 13 on back of Form 4. These instructions have not been carefully observed of late.

Laundry charges should not appear prior to the expiration of one week from date of commencing to travel, nor should they appear in accounts oftener than once each week, or every seventh day. If it is found to be impracticable to have laundry done during any one week, a two-week's wash may be charged on the fourteenth day.

In making charges for use of telephone the nature of the "official business"

should be briefly stated. Copies of all telegrams for which a charge is made must accompany accounts.

The amounts of vouchers must not be changed in any way. If an error has been made, a new voucher should be secured.

In cases where leave of absence is granted field men, and they return to duty prior to the expiration of the period granted, they should be very careful to report to the Chief Clerk of the Bureau the exact date on which they returned to duty. Traveling, subsistence, and other expenses will not be allowed on days charged against field men as annual leave.

It is desired to call the attention of the field men to the necessity of promptly reporting the loss, destruction, or transfer of property charged against them on the records of the office. Reports should be promptly made on blanks provided for the purpose, which are in the possession of all field men, in order that proper credit may be given at the time the transaction takes place.

MILTON WHITNEY,
Chief of Bureau.

WASHINGTON, D. C., *January 11, 1907.*

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